KADUNA STATE COLLEGE OF EDUCATION GIDAN WAYA, P. M. B. 1024 KAFANCHAN

SCREENING/REGISTRATION GUIDELINES FOR NCE I (100-Level) 2018/2019 ACADEMIC SESSION

SECTION A:

All Candidates who have been shortlisted for admissions are to come with the following documents for screening:

1. Printed JAMB Admission Letter
2. Printed JAMB Result Slip
3. WAEC/NECO/NABTEB/GRADE II Original Certificates/Statement of Results from Schools attended (including First School Leaving Certificate and Certificate of Indigenization).
4. Candidates are to come with WAEC/NECO/NABTEB scratch cards which will be used at the College's ICT Unit to authenticate their Results where original certificates are not available.
   NB: Each copy of the result to be authenticated costs ₦100:00 only.
5. Candidates should come with four (4) recent passport size photographs. The Screening/Registration Committee uses admission album from JAMB to authenticate candidates' photograph where necessary.
6. Candidates are to come with ***notification of admission*** which is to be obtained online from the College's portal at

https://www.kscoe.edu.ng after **accepting and printing** the notification of admission.

SECTION B:

Candidates are required to go through the following stages of screening before they are fully admitted:

1. Present before the Screening Committee all the documents in Section 'A' above.
2. The Screening Committee will check the candidates eligibility from the portal relative to the documents presented.
3. Once checked electronically, the Candidate's name goes to the portal database. At this point **Username** and **Password** are generated automatically for the Candidate. Also, a **Matric Number** is generated automatically by the system e.g. KSCOE/2018/CSCISC/0001.
    NB: Default Username is the Candidate's **JAMB REG. NO.** and the Password is the **Surname in Capital Letters.**
4. Once cleared by the Screening Committee, the Candidate uses the login credentials at the ICT to capture their bio-data, generate invoice then proceeds to the Bank for payment(s).
5. On the Invoice, both the Main School fees and acceptance fee are paid at once.
6. The Candidate returns to the Bursary for a printout of an e-receipt as evidence of payment of School fees on presentation of the Bank Teller.
7. The Candidate then returns to the ICT or any Internet Café for online Course Registration.
8. At the end of the course registration, the Candidate prints three (3) copies of the course registration acknowledgement slip and submit one (1) copy to the Screening/ Registration Committee, a copy to the Department for Departmental Registration/Documentation and keeps a copy for self.

9. Subject to the availability of Hostel Accommodation, Candidates can log-in to their online profile, make reservation then go to the Bank for payment.

10. At the end of the above procedures, the Candidate is now fully registered and ready for Lectures as a registered Student.

NOTICE:

- **Screening for the first list of admission commences on Monday 12th and ends Friday 23rd November, 2018.**
- **Failure to generate invoice and make payment between 23rd November and 7th December 2018 will attract a Late registration charge of three thousand naira (₦3000:00) only.**
- **First Semester Lectures commence on the 7th January, 2019.**

You are heartily welcomed to our noble Institution. We wish you a happy Study time.

Mr. Ishaku I. Duyah

(Director Academic Planning & Monitoring)